

## Display Leave Requests

Transaction Code:  
**ZRPTARQDBVIEW**

**Purpose** Use this report to view the processing status of employees' leave requests.

**Trigger** Perform this procedure when you want to view the status of employees' leave requests.

**Prerequisites** A leave request has been submitted.

**End User Roles** In order to perform this transaction you must be assigned the following role:  
**Decentralized Time and Attendance Processor role and ESS Leave Request Administrator Role**

Change History	Change Description
11/15/2011	Created

**Transaction Code** **ZRPTARQDBVIEW**

**Scenario:**

The **Leave Request Administrator** wants to view the status of all leave requests submitted by an employee for the current month. Run the **Display Leave Requests Report** to view this detail.

1. Start the transaction using the transaction code **ZRPTARQDBVIEW**

The screenshot shows the SAP transaction ZRPTARQDBVIEW. The title bar reads "Display Leave Requests (Database of Requests)". The interface includes a menu bar (Program, Edit, Goto, System, Help) and a toolbar. Below the title, there are buttons for "Further selections", "Search helps", and "Sort order".

The "Period" section contains the following options:

- ☐ Today
- ☒ Current month
- ☐ Current year
- ☐ Up to today
- ☐ From today
- ☐ Other period

Below these are input fields for "Data Selection Period" (with a calendar icon), "Person selection period", and "Payroll period". Each has a "To" field.

The "Selection" section lists the following fields with selection arrows:

- Personnel Number
- Employment status
- Company Code
- Payroll area
- Pers.area/subarea/cost centre
- Employee group/subgroup

The "Relate Data Selection Period to Following Fields" section has the following options:

- ☒ Request Date
- ☐ Absent as of
- ☐ End date of absence

The "Use Personnel Number for Following Role" section has the following options:

- ☒ Owner
- ☐ Next Agent
- ☐ Person Responsible
- ☐ Initiator

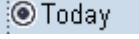

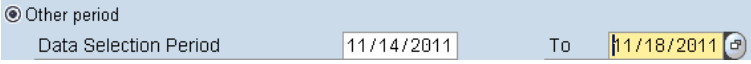
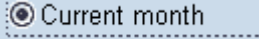
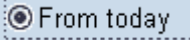

The "Request Data" section has input fields for "Document Status" and "Document ID", each with a "to" field and a selection arrow.

The "Version Selection" section has the following options:

- ☒ Only Current Version
- ☐ Current and Old Versions

Below this is a "Document Version" field with a "to" field and a selection arrow.

2. Under the **Period** section complete the following field:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Today	C	Select this radio button to view all requests made <b>today</b> . <b>Example:</b> 
Up to Today	C	Select this radio button to view all requests that have been made up to today. <b>Example:</b> 
Other Period	C	Select this radio button to specify the date(s) to view. <b>Example:</b> 
Current Month	C	Select this radio button to view all requests made within the current month. <b>Example:</b> 
From Today	C	Select this radio button to view all requests made for future dates. <b>Example:</b> 
Current Year	C	Select this radio button to view all requests made for the current year. <b>Example:</b> 

3. Under the **Selection** section complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Personnel Number	R	The employee's unique identifier. <b>Example:</b> 26000025
Employment Status	C	Describes the employee's employment status with the agency. <b>Example:</b> 3 (Active)
Company Code	O	It is an organizational unit within financial accounting. It will be WA01 for all agencies. <b>Example:</b> WA01
Payroll area	O	A payroll area groups and designates the employees whose payroll is run on the same date. Payroll Area 11 is the default for the State of Washington. Payroll Area 10 is the default for the Board of Volunteer Firefighters only. <b>Example:</b> 11

Selection	
Personnel Number	26000025
Employment status	
Company Code	
Payroll area	
Pers.area/subarea/cost centre	
Employee group/subgroup	

4. Under the **Relate Data Selection Period to Following Fields** section complete the following field:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Request Date	C	Select this radio button to view all requests made on specific date.
Absent as of	C	Select this radio button to view all requests for absences taken on a specific date.
End date of absences	C	Select this radio button to view all leave requests for absences taken that end as of specific date.


**Relate Data Selection Period to Following Fields**

☒ Request Date

☐ Absent as of

☐ End date of absence

5. Under the **Use Personnel Number for Following Role** section complete the following field:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Owner	C	This is the employee who has created a new document.
Next Agent	C	<p>This is the next processor of the document.</p> <p> In the case of documents that need to be approved this would be the <b>approver</b>. In the case of incorrect documents this would be the <b>relevant administrator</b>.</p>

Person Responsible	C	This is the supervisor of the document owner according to organizational structure.
Initiator	C	This is the employee who has created a new document for himself or herself for another employee.

Use Personnel Number for Following Role

☒ Owner

☐ Next Agent

☐ Person Responsible

☐ Initiator

6. Under the **Version Selection** section complete the following field:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Only Current Version	C	Select this radio button to see the current step of the request(s)
Current and Old Version	C	Select this radio button to see <b>all</b> steps of the request(s)

Version Selection

☐ Only Current Version




☒ Current and Old Versions

7. Under the **Technical name** section complete the following field:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Display Internal IDs	R	<p><b>Uncheck</b> this box.</p> <p>Technical name</p> <p><input type="checkbox"/> Display Internal IDs</p>

Program Edit Goto System Help

**Display Leave Requests (Database of Requests)**

Further selections Search helps Sort order

**Period**

☐ Today
 ☒ Current month
 ☐ Current year  
☐ Up to today
 ☐ From today  
☐ Other period  
 Data Selection Period  To   
 Person selection period  To

**Selection**

Personnel Number   
 Employment status   
 Company Code   
 Payroll area   
 Pers.area/subarea/cost cente   
 Employee group/subgroup

**Relate Data Selection Period to Following Fields**

☒ Request Date  
☐ Absent as of  
☐ End date of absence

**Use Personnel Number for Following Role**

☐ Owner  
☐ Next Agent  
☒ Person Responsible  
☐ Initiator


**Request Data**

Document Status  to   
 Document ID  to

**Version Selection**

☐ Only Current Version  
☒ Current and Old Versions

Document Version  to


8. Click  (Execute) to generate the report.

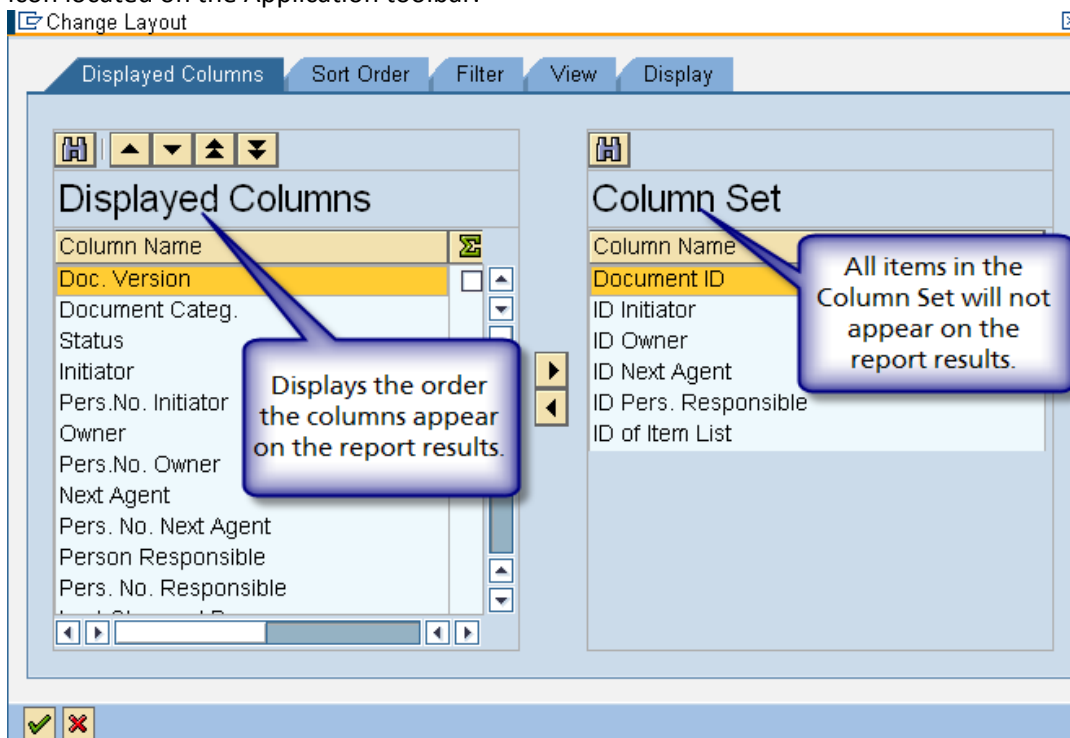
Display Leave Requests (Database of Requests)

List of Requests

Do...	Document...	Status	Initiator	Pers.No. I...	Owner	Pers.No. ...	Next Agent	Pers. No. ...	Person Resp...	Pers. No. ...	Last Change...	Last Changed On/By
3	ABSREQ	POSTED	OIC Super...	26000025	OIC Supervis...	26000025			OIC Manager 1	26000026	LEIT	11/01/2011 12:59:20 PST
2	ABSREQ	APPROVED	OIC Super...	26000025	OIC Supervis...	26000025	OIC Manager 1	26000026	OIC Manager 1	26000026	26000026	11/01/2011 12:58:04 PST
2	ABSREQ	WITHDRA...	OIC Super...	26000025	OIC Supervis...	26000025	OIC Manager 1	26000026	OIC Manager 1	26000026	26000026	11/01/2011 13:11:39 PST
1	ABSREQ	SENT	OIC Super...	26000025	OIC Supervis...	26000025	OIC Manager 1	26000026	OIC Manager 1	26000026	26000026	11/01/2011 13:10:32 PST



The report results display. This report is an **Automated List Viewer** formatted report. You can reorder the report results, hide/remove unwanted columns by utilizing the  (Change Layout) icon located on the Application toolbar.



9. To view the request detail, select the line to view and double click:

[List](#)
[Edit](#)
[Goto](#)
[Views](#)
[Settings](#)
[System](#)
[Help](#)

## Display Leave Requests (Database of Requests)

### List of Requests

Do...	Document...	Status	Initiator	Pers.No. I...	Owner	Pers.No. ...	Next Agent	Pers. No. ...
3	ABSREQ	POSTED	OIC Super...	26000025	OIC Supervis...	26000025		

**Request Items**

**Request Header**

Doc. Version : 3 from 3      Work Version  
Document Categ. : ABSREQ  
Document Status : POSTED

**Roles**

Initiator : 26000025      OIC Supervisor 1  
Owner : 26000025      OIC Supervisor 1  
Next Agent :  
Person Responsible : 26000026      OIC Manager 1  
Last Changed On/By : LEIT      11/01/2011 12:59:20 PST

**Workflow Data**


<Without Workflow>

**Note**

Last Changed On/By : 00/00/0000 00:00:00  
Note : <No note exists>

Item	Item Type	Operation	Infot...	SType	Start time	End time	Absence ...	Start Date	End Date
1	ATTARS	INS	2001	9048	00:00:00	00:00:00	1.00	10/11/2010	10/11/2010



**Note:** Select an absence to view, click on  Time Data to view the *Absence (2001)* infotype.



Infotype Edit Goto Extras System Help

**Display Absences (2001)**

Personal work schedule Activity allocation Cost assignment External services

Personnel No. 26000025 Name

PersArea 1600 Insurance Commissioner EEGroup 0 Permanent

PSubarea 00GY Agencywide EESubgroup 01 Monthly(M) OT Exe... Status Active

Start 10/11/2010 To 10/11/2010 Chg. 11/01/2011

**Absence**

Absence type 9048 Sick Leave

Time .

Absence hours 1.00

Absence days 0.13

Calendar days 0.00

Quota Used 1.00 Hours

☐ Prev.day

☐ Full-day

10. Click  (Back) twice to return to the **Display Leave Requests** selection criteria screen.

## Result

You have successfully viewed the status of an employees leave request.